

Accelerated SAP		BUSINESS PROCESS PROCEDURE	
State of Utah	Organization/Area: Title:	Payroll Department New Hires and Transfer Report	
File Name:	H:\TRAINDOC\FOLIO\Payroll\convert\Reports - New Hires and Transfers.doc	Release:	R/3 4.6C
Responsibility:	Dept and/or role of responsible person(s) Agency Payroll Staff	Status: Complete	Issued: 11/07/2003 Revised:2/14/05

Overview

Trigger:

Agency payroll staff wants a report showing employees that are new hires or transfers.

Business Process Procedure Overview
This report lists employees that are new hires or transfers in the selected pay period. A change made to the org in the personnel system, HRE, is like a transfer even if the employee remains within the same agency. Use this report to verify that the home and default coding is correct for new and transferred employees in the agency.

Procedural Steps

1.1 Access transaction by:

Via Menu	Reports - other > New Hires and Transfer Report
Via Transaction Code	Z_NEW_HIRE_RPT
Via Favorites Menu	New Hires and Transfer Report

Double click on "New Hires and Transfer Report" and the following screen will appear:

Last changed on:	Last changed by:	Version: 1.0	Page:
2/14/05	CThomas		1 of 6

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Input – Available Fields	Field Value
Payroll area	UB
Payroll period	Current or Other
Personnel number	Employee Identification Number of the employee or employee's
Organization key	Agency, Low Org, and Distribution Code

Last changed on:	Last changed by:	Version: 1.0	Page:
2/14/05	CThomas		2 of 6

Accelerated SAP		BUSINESS PROCESS PROCEDURE	
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1.2 Specify the payroll area. The screen defaults to the correct area, UB.

1.3 Specify the pay period. The screen has the selection of current period or other period.

- Current period
 - Do not use this option.
- Other period
 - Use this option to report on any period.

During payroll entry week, run the report one time at the beginning of the week for the pay period currently being entered.

During the remainder of the pay period, run the report for the next pay period (the one in which we are working) to pick up new hires/transfers entered with an effective date in any previous pay period.

For example, John Doe's new hire is updated in SAP from HRE on 2/8/05 (during working pay period 3) with an effective new hire date of 2/7/05. Run the new hire/transfer report at the beginning of working pay period 4 specifying pay period 3 and he will be on that report. Jane Smith is updated into SAP from HRE on 2/16/05 (during working pay period 4) with an effective date of 2/7/05. Run the report specifying pay period 4 and she will be on that report. Both have a new hire effective date of 2/7/05 but John was entered while working in pay period 3 and Jane was entered while working in pay period 4.

Last changed on:	Last changed by:	Version: 1.0	Page:
2/14/05	CThomas		3 of 6

Accelerated SAP		BUSINESS PROCESS PROCEDURE	
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- 1.4 The “Personnel number” field may be left blank if using the agency “Organization key”.** Specific employees may be selected by entering the employee identification number(s) in the “Personnel number” field. Enter more than one EIN by clicking on the arrow box next to the “Personnel number” field. A box appears that allows entry of multiple EIN's.
- 1.5 The “Organization key” field allows entry of the Agency code followed by a blank space, the Organization code and the Distribution code to specify a selection of an employee group.** Use the wild card symbol, *, in the selection criteria to get all employees within the same org. For example, to print the report for all employees in agency 560 and orgs beginning with 5, enter 560(space)5*. Enter multiple organization keys by clicking on the arrow box to the right of the “Organization key” field. A box appears that allows entry of multiple individual organization keys or a range of organization keys. The example below shows entries for selecting all employees in agency 560* for pay period 4 in 2005.

Program Edit Goto System Help

New Hire Transfer Report

Selections from

Payroll period

Payroll area UB

☐ Current period

☒ Other period 4 2005

Selection

Personnel number

Organization key 560*

Last changed on:	Last changed by:	Version: 1.0	Page:
2/14/05	CThomas		4 of 6

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2.1 The columns on the report are listed below with a brief description.

Agy	The employee's agency code.
Low Org	The employee's low org.
Dist Code	The employee's distribution code.
EIN	The employee's identification number.
Employee Name	The employee's name.
Effective Date	The effective date of the new hire or transfer action.
EG	Employee group controls pay and benefit processes.
ES	Employee subgroup determines what overtime rules apply.
TM	Time management status is either time entry required or auto pay.
Work Schedule	Hours and days of the week the employee is scheduled.
Fund	Default charging fund.
Agy	Default charging agency.
Org	Default charging org.
Appr Unit	Default charging appropriation unit.
Actv	Default charging activity.
RCat	Default charging reporting category.
Proj/Job	Default charging project/job.
Func	Default charging function.